CMS Net

Narrative Entry/Edit

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Narrative Entry/Edit

Narratives	The Narrative Entry/Edit Option allows you to enter or edit a Narrative for the patient's "chart".

Important Note	**Narratives are part of a legal document.** Do **NOT** input personal notes regarding patient, family, co-workers, etc. **Narratives may only be edited on the date created. Only you can edit/delete your own narratives. If a narrative has been entered on an incorrect record, contact the CMS Net Help desk and they will set an error flag on the narrative.**

Steps to Access Narrative Entry/Edit

Step	Action
1	Type **"E"** for *Event Tracking*.
2	Press <Enter>
3	Type **"N"** for *Narrative Entry/Edit*.
4	Press <Enter>.

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Identify Patient

After pressing <Enter>, the Patient Identification Screen, CMSPI-10 appears.

```
CMSNET          PATIENT IDENTIFICATION FOR            CMSPI-10
                     NARRATIVE ENTRY/EDIT
_____


    Enter one of the following identifiers:


     CCS Number:


     Pt Name:


     Birthdate:                  Gender:


     Client Index Number:

     Social Security Number:
```

For instructions to identify the patient, see the Patient ID section of this manual.

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After selecting the patient, the following prompt appears:

```
Select narrative to edit or choose new:
Date:05/07/1999
(?) Enter New Narrative
( ) Quit
```

To Enter New Narrative

To enter a new narrative, do the following steps:

Step	Action
1	Use the Arrow Up key to Enter New Narrative option.
2	Press <Enter>.

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After pressing <Enter>, the following screen appears:

```
CMS TEST                    NARRATIVE ENTRY/EDIT                    CMSEN-10

Pt Nm: XXXXXXXXX1XXXXXX2XXXXXXXXX3XXXXXXXXX4   CCS#: 9999999  CIN: 99999999X 9
Gender: X   DOB: 99/99/9999   Lgl Co: XXXXXXXXX1   REG=XXXXXXXXXX MED=X    F/R=X

Narrative Date: 05/07/1999
General Topic:
```

Step	Action
1	Type the General Topic in *upper or lower case*. ➡ General Topic is a required field.
2	Press <Enter>.

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After pressing <Enter> the Narrative text area will highlight.

➡ Text is a required field. You can type your narrative text like using a regular word processing, with some limited editing functions.

Step	Action
1	Type the Narrative text in *upper or lower case*. ➡ Some text **must** be in the first line.

After you complete typing the narrative, do the following:

Step	Action
1	Press action menu key, **OR** Press the Page Down key.

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The following prompt appears:

```
Select One:

( ) Save
( ) Cancel

[Quit]
```

To Save the Narrative

To save the Narrative, do the following:

Step	Action
1	Press Up Arrow key to Save.
2	Press <Enter>.

After pressing <Enter>, the following prompt will appear:

```
View/Print Narrative now?:

(?) No
( ) Yes
```

Step	Action
1	Press Down Arrow key and press <Enter> to branch to the view/print narrative functionality.
2	Press <Enter> accept the default and exit the Narrative function.

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Narrative Entry/Edit, Continued

To Cancel the Narrative

To cancel the Narrative, do the following:

```
Select One:

( ) Save
( ) Cancel

[Quit]
```

Step	Action
1	Press Arrow Up key to Cancel.
2	Press <Enter>.

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After pressing <Enter>, the following prompt appears:

```
All new entries will be lost.
Are you sure you want to CANCEL?

(?) YES
( ) NO
```

Step	Action
1	Press <Enter> to cancel narrative entry, **OR**
	Press Up Arrow to select **NO** to quit this cancel.

After selecting Cancel and pressing <Enter>, the Patient Identification Screen, CMSPI-10 appears and you have successfully cancelled a Narrative.

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Narrative Entry/Edit, Continued

To Edit a Narrative

A Narrative can **ONLY** be edited on the day it was initially written. If you attempt to edit the day after a Narrative was written, you will **NOT** be able to. **Only** you can edit or delete a Narrative you wrote.

To edit an existing Narrative, after you select your patient, the following prompt appears:

```
Select narrative to edit or choose new:
Date:05/07/1999
 (?) 1  Test
 ( ) 2  Test
 ( ) 3  Enter New Narrative
 ( ) Quit
```

Step	Action
1	Press Down Arrow key to the Narrative to be edited.
2	Press <Enter>.

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After pressing <Enter>, the Narrative Entry/Edit screen appears:

```
CMS TEST                   NARRATIVE ENTRY/EDIT                 CMSEN-10

Pt Nm: XXXXXXXXX1XXXXXX2XXXXXXXXX3XXXXXXXXX4  CCS#: 9999999  CIN: 99999999X 9
Gender: X   DOB: 99/99/9999   Lgl Co: XXXXXXXX1   REG=XXXXXXXXXX MED=X    F/R=X

Narrative Date: 05/07/1999
General Topic: Test

 This is a test.


```

Step	Action
1	Edit the General Topic and Text only.
2	Press Action Menu key , **OR** Press the Page Down key.

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As a result of this action, the Drop Down Menu appears:

```
Select One:

( ) Save
( ) Cancel
( ) Delete
_____

[Quit]
```

Step	Action
1	Press the Up Arrow key to the appropriate option.
2	Press <Enter>.

Select the **SAVE** option from the action menu.

After pressing <Enter>, the following prompt will appear:

```
View/Print Narrative now?:

( ) No
(?) Yes
```

Continued on next page

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If you selected the **CANCEL** option:

- The changes on the Narrative are cancelled.
- The following prompt appears:

```
All new entries will be lost.
Are you sure you want to CANCEL?

(?) YES
( ) NO
```

Step	Action
1	Select Yes to cancel new entries to existing Narratives, **OR**
	Select No to return to the Narrative and continue.
2	Press <Enter>.

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If you selected the DELETE option:

- The entire Narrative is cancelled.

- The following prompt appears:

```
Are you sure you want to DELETE this from the database?

(?) YES
( )  NO
```

Step	Action
1	Select Yes to delete the entire Narrative, **OR**
	Select No to return to the Narrative and continue.
2	Press <Enter>.

The following message appears confirming the deletion was successful:

```
Narrative Deleted...
  (?) Press Enter
```

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View/Print Narrative

View/Print Narrative Option

Allows a user to print or view narratives by selecting specified date range and/or specific user(s).

```
PRIMARY OPTION>  E   (Event Tracking)

EVENT TRACKING OPTION>  V   (View/Print Narrative)
```

After logging into CMS Net, at the Primary Option prompt do the following:

Step	Action
1	Type **"E"** for *Event Tracking*.
2	Press <Enter>
3	Type **"V"** for *View/Print Narrative.*
4	Press <Enter>.

View/Print Narrative option from Roll and Scroll

After roll and scroll prompts, the View/Print Narrative action window will appear to allow a user to print a Narrative by a specified date range and/or specific user(s).

```
View/Print Narrative now?:

(?) No
( ) Yes

[Quit]
```

View/Print Narrative option from the Branch Menu

Full Screen branch menus provides the View/Print Narrative option for selection as well.

Identify Patient

After pressing <Enter>, the Patient Identification Screen, CMSPI-10 appears.

✔In Full Screen the Patient Identification Screen will appear but will not in roll and scroll. When branching from roll and scroll the patient will default from the previous function.

```
CMSNET          PATIENT IDENTIFICATION FOR            CMSPI-10
                      VIEW/PRINT NARRATIVE
_____


     Enter one of the following identifiers:


      CCS Number:


      Pt Name:


      Birthdate:               Gender:


      Client Index Number:

     Social Security Number:


```

For instructions to identify the patient, see the Patient ID section of this manual.

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After pressing <Enter>, the following screen appears:

```
CMS TEST              SELECT VIEW/PRINT NARRATIVE              CMSVN-10
_____

Pt Nm: WHITLEY,DEBBIE                     CCS#: 3893790  CIN: 96691190D
Gender: F DOB: 11/12/1945 Lgl Co: SOLANO      Reg= ACT    MED= E   F/R= E
_____

Begin at Narrative Date: 10/28/1999        End at Narrative Date: 05/20/2002

View Narratives entered by users:

(Leave blank to view narratives
 entered by all users.)
```

Step	Action
1	Enter the *Begin at Narrative Date or accept the default date.* If you choose to accept the defaulted date range, access the Action menu by using the appropriate function keys.
	Note: If you wish to edit the default date, remove the date first by using the delete key.
2	Press <Down Arrow>.
3	Enter the *End at Narrative Date or accept the default date.*
	Note: If you wish to edit the default date, remove the date first by using the delete key.
4	Press <Down Arrow>.

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View/Print Narrative, Continued

Step	Action
5	Enter the *View Narrative entered by user(s)*. Enter one or more users' last name or leave the field blank to view all users.
6	Press PF2 or PF11 key to select an action from the action menu.

As a result of this action, the following Action Menu will appear:

```
Select One:
 ( ) View/Print
 ( ) Print
 ( ) Cancel
 ( ) Exit View/Print

_____
 [Quit]
```

Step	Action
1	Press <Up Arrow> and select View/Print to view narratives and/or print narratives for select date range and/or selected users
	Select Print to print without viewing the selected date range and/or selected users.
	Or select Cancel to back out to the Patient Identification screen.
	Or select Exit View/Print to exit from the View Print Narrative function.
	Or select Quit to return to the Select View/Print Narrative screen.

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After selecting View/Print option from the Action menu, the following message will appear while data is being collected for displaying:
One moment…

CMS TEST	VIEW NARRATIVE	CMSVN-20

WHITELY, DEBBIE   CCS# 38993790 DOB: 11/12/1991 Lgl: SOLANO
Narratives from: 10/28/1999 to 05/20/2002   Entered By: All Users

02/02/2000   ENTERED BY: SMITH PAM (SONOMA)
   SUBJ: OA II-open case effective 1-28-2000
      Please open case.

02/08/2000   ENTERED BY: WATTLEY,JUDY (SOLANO)
   SUBJ: MEDICAL ELIG ENTRY
      ELIG DATE: 01/28/2000; STATUS: TREATMENT. SEE MED ELIG SCRN FOR
      MORE DETAILS.

02/08/2000   ENTERED BY: WATTLEY,JUDY (SOLANO)
   SUBJ: OPENING
      PLEASE SEE REGISTRATION FOR THE FOLLOWING: CHART OPENED EFF. 1/2
      TO TREATMENT

02/09/2000   ENTERED BY: MICK,BONNIE (SOLANO)

[Quit] [Print] [Exit Option] [More] [Previous]

Step	Action
1	Select *Quit* to return back to the Select View/Print Narrative(s) screen or
	Select *Print* to print narrative(s) within the range selected or
	Select *Exit Option* to exit out of the View/Print Narrative function or
	Select *More* to view additional narratives on the next page, or
	Select *Previous,* if multiple pages of narratives, to view narratives on the previous page..

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Printing Narratives   After selecting Print from the selection menu, enter spool to print to a device and press <Enter>.

NARRATIVE FOR: WHITELY, DEBBIE (3893790)   10/28/1999 - 05/20/2002   ALL USERS
                                                                 07/23/2002@3:46PM   PAGE 2

02/02/2000   ENTERED BY: SMITH PAM (SONOMA)
   SUBJ: OA II-open case effective 1-28-2000
      Please open case.

 02/08/2000   ENTERED BY: WATTLEY,JUDY (SOLANO)
   SUBJ: MEDICAL ELIG ENTRY
      ELIG DATE: 01/28/2000; STATUS: TREATMENT. SEE MED ELIG SCRN FOR
      MORE DETAILS.

 02/08/2000   ENTERED BY: WATTLEY,JUDY (SOLANO)
   SUBJ: OPENING
      PLEASE SEE REGISTRATION FOR THE FOLLOWING: CHART OPENED EFF. 1/2
      TO TREATMENT
02/09/2000   ENTERED BY: MICK,BONNIE (SOLANO)

[Quit] [Print] [Exit Option] [More] [Previous]

✔ After printing the date range, the following message will appear:

Do you want to print another copy?
 Narratives from: 03/05/2001 to 03/05/2001   Entered By: All Users

 (?) NO
 ( ) YES

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